

## **Minutes of the Personnel Committee**

**Tuesday, June 20, 2006**

Chair Paulson called the meeting to order at 1:00 p.m.

**Present:** Supervisors Duane Paulson (Chair), Pete Gundrum, Tom Schellinger, Rob Hutton, Tom Bullermann, and Bob Thelen. **Absent:** Fritz Ruf.

**Also Present:** Legislative Policy Advisor Dave Krahn, Emergency Preparedness Director Richard Tuma, Administration Director Norm Cummings, Employment Services Manager Sue Zastrow, Principal Human Resources Analyst Terri Sgarlata-Lutz, and Labor Relations Manager Jim Richter. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of 5-16-06**

MOTION: Thelen moved, second by Bullermann to approve the minutes of May 16<sup>th</sup>. Motion carried 6-0.

### **Schedule Next Meeting Dates**

July 18<sup>th</sup> and August 1<sup>st</sup>.

### **Chair's Executive Committee Report of 6-19-06**

Paulson advised of the following items discussed at the last Executive Committee meeting.

- Supervisor Herro raised concerns about Supervisor B. Morris' appointment to the Park & Planning Commission because her husband is an employee of the Parks & Land Use Department. He questioned if this was a conflict of interest although others did not feel that way and B. Morris spoke in her defense. The appointment was approved 7-0.
- Heard an update on capital projects. Basically, none have gone over budget and all are on schedule.
- Heard an update on the 2006 Internal Audit plan.
- Discussed changes needed to the County Code in anticipation of County Board resizing.

### **State Legislative Update**

Krahn said a number of policy changes benefiting the County were recently approved on the State level. Among them, changes were made which will enhance the County's ability to collect overdue fines, fees, forfeitures, and property taxes.

### **Ordinance 161-O-024: Abolish One Regular Full-Time Position Of Programs And Projects Analyst And Create One Regular Full-Time Position Of Operations And Training Manager In The Department Of Emergency Preparedness**

Tuma, Zastrow, and Cummings were present to discuss this issue. Zastrow said the APCO study of the Communications Center recommends that a position be created for the day-to-day oversight of the Center. They are proposing that an Operations and Training Manager be created whereby the Program and Projects Analyst position that was created but never filled would be abolished. The Operations and Training Manager would also be responsible for determining, coordinating, and performing some of the training.

Cummings said APCO felt this was a very important and key recommendation. The new position will free some of Emergency Preparedness Director Tuma's time so he can spend more time on budget, committee, and Communications Center issues. Cummings said because this position is so important, he is willing to free up his staff to do more than what they typically provide in the area of budget assistance to departments so Tuma can get the help he needs with the budget. Cummings said this position will also help them deal with other recommendations in the report such as updating the geo-base maps and coordinates. This position will allow them to do that.

Paulson asked if a Programs and Projects Analyst position would be requested next year or in the future. Cummings said no and that they will have to make things work without that position. He expects others in his department, including in the Human Resources Division, to help out. Schellinger asked who is doing the training now? Tuma said himself, seven other supervisory staff members, and three or four dispatchers. The problems involved coordinating and scheduling the training sessions as well as the consistency of the training.

MOTION: Hutton moved, second by Bullermann to approve ordinance 161-O-024. Motion carried 6-0.

#### **Closed Session**

MOTION: Schellinger moved, second by Gundrum to go into closed session at 1:37 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues, and to approve the closed session minutes of previous meeting(s). Motion carried 6-0.

MOTION: Thelen moved, second by Bullermann to return to open session at 2:20 p.m. Motion carried 6-0.

MOTION: Schellinger moved, second by Gundrum to adjourn the meeting at 2:21 p.m. Motion carried 6-0.

Respectfully submitted,

Approved on:\_\_\_\_\_

Robert G. Thelen II  
Secretary